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STUDY OF THE CERTIFICATION OF SECONDARY SCHOOL PRINCIPALS IN THE UNITED STATES

Submitted by

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(A.B., Boston College, 1934)

In partial fulfillment of requirements for

the degree of Master of Education

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CHAPTER I

THE PURPOSE, SCOPE, AND METHOD OF THE STUDY

Needs for Certification

Necessity for certification correlated with purpose.--Teaching is a high and necessary profession. If it is to continue and hold its exalted rank with the public, and do its job efficiently and well for the pupils entrusted to it there must be certain safeguards and requirements for all connected with education. Just as the other professions have established certain requirements so also education if it is to remain a leader of the professions must establish certification standards. Certification is essential not only for teachers but also for principals, supervisors, and administrators. If certification is needed for teachers it is no less necessary for their superiors. There is common agreement among educators for the necessity of certification of secondary-school principals. However these same qualified people will be the first to admit that certification of and by itself is not the cure-all for better schools and will agree that it does not follow because we have certification we "ipso facto" must have better administration. Certification of senior high principals is proposed as a means of eliminating the unfit and thus protect the pupils, teachers, administrators, schools, and

the public. Most administrators whose job it is to hire secondary-school principals will admit that other qualities are needed if the principal is to be a success. However they may term these abilities it will amount to a faculty of sympathy, at least a basic knowledge of supervision, administration, and guidance, love of youth, initiative cooperative spirit, and leadership. It follows that certificates should not be given out promiscuously. This is especially true in the case of secondary-school principals, since they are the administrators of youth at the age when these students for the most part make up their mind as to their lives work and hence need some one equipped to help them. Certificates for senior high principals should therefore be reserved for those qualified by experience, training, and ability to successfully fulfill their duties, and protect those under their jurisdiction; namely teachers, students, and look after the interests of the schools and taxpayers.

Study comprising forty-eight states.-- The scope of this study is to set down the certification requirements for secondary-school principals in the United States from the information gathered from the individual states and the District of Columbia, and to show the variance of requirements among the states. This study will point out the need for a revision of certification requirements on a nation-wide basis in order to bring about a better state reciprocity program. There are certain limitations in the scope of this survey. In

Nevada and New Hampshire new requirements for certification are in the process of being made but have not been adopted as yet. In Massachusetts there is no state requirement for certification except for the state aided high schools. So, local boards of education make and set their own standards of requirements. In fourteen states; Colorado, Idaho, Maine, Massachusetts, Michigan, Montana, Nevada, North Dakota, Oklahoma, Oregon, Tennessee, Virginia, and Wisconsin there is no special certificate issued for secondary-school principals and high school teacher certification requirements are valid for the position of high school principal. In addition to a teacher's certificate Montana requires a masters' degree, as do eight other states. Another purpose for this study is to make available for other students the requirements for the forty-eight states so that they may plan their courses in order to fulfill the requirements of the state in which they plan to do their work. This study will also enable university officials to see the trend and thus offer courses needed by the students to meet state requirements.

Method of the Study

Requesting information and delineating data.-- A letter requesting information, regarding state requirements for the certification of secondary-school principals was sent out to the State Departments of Education of the forty-eight states.

Gratifyingly this letter of inquiry[1/] was answered by the various states and bulletins, mimeographed forms, letters, and pamphlets were sent by the state departments of education.

This mass of correspondence presented many obstacles and necessitated the break-down of the information in a manner whereby the essentials could be assimilated and set down in a way that would allow valid conclusions to be drawn. After many attempts to establish consistency and efficiency the states have been arranged alphabetically and in the report on each state the following topics have been presented in the following order.

I. Name of Certificate.
   - A. Length of Preparation.
   - B. Professional requirements. Education Courses.
   - C. Other requirements. Other features.
     1. Experience.
     2. Length of time certificate is in force.
     3. Certificate renewals.
     4. Position for which certificate is valid. States requiring administration and supervision courses.

Some literature on certification.-- When this country was being settled there were certain, definite rules and regulations

1/ See Appendix.

for teachers.[1/] Those persons who wished to teach then had to possess certain qualifications and were forced to prove they had these necessary qualifications. However not much was done along the line of requiring certain qualifications for Supervisors, principals, or administrators. In fact it was not until the early part of the twentieth century that any certification for administrators was required. In 1911 a special certificate was issued for administrators. In view of the fact that the settling of this country was going strong in the 1600's and nothing had been done comparatively speaking for roughly 300 years regarding requirements for school administrators the past 40 years have seen great changes. These changes however are not sufficient and a great deal remains to be done and is in fact long overdue. Where special certificates for administrators and principals have been issued a study shows them falling into five types. These are certificates issued for (1) Administration and supervisory duties, (2) General supervisory, (3) Secondary school supervision, (4) Secondary school principals, (5) General administration. These certificates on study show wide divergence on professional training requirements and a pretty general agreement on validity, experience, and renewals.

The movement for state certification standards got into operation and a study by Frazier found these results.

1/ Elsbree, Willard S., "American Teacher", American Book Co., 1939, p. 46-51; 179-183; 337-358.

Certificate issued for any of four groups including superintendents, principals, and supervisors applied to one or more. In states not issuing certificates for administrators holding of a high grade teachers' certificate was accepted as meeting state requirements. Thirty-one states and the District of Columbia issued special Administration certificates.[1/] Work in the elementary field was done by J. F. McKeon and his survey results are set forth in his service paper in 1947.[2/] T. H. Thompson set forth in brief and succinct form the state requirements for secondary school administrators.[3/]

1/ Frazier, Benjamin, "Development of State Programs for Certification of Teachers", Bulletin No. 12, U. S. Department of Interior, Office of Education, 52-54, 1938.

2/ McKeon, J. F. Survey of Certification of Elementary School Principals, (Service Paper), Boston University School of Education, 1947.

3/ Thompson, T. H. Study of Qualifications and Training Required of Secondary School Administration, (Service Paper), Boston University School of Education, 1949.

CHAPTER II

DATA OF THE SURVEY

Alabama

I. Class A Secondary Professional Certificate.

A. Length of Preparation.

Masters' degree from accredited institution.

B. Professional Requirements.

1. Semester hours in Education..... 24 hours

a. Educational Psychology..... 3 hours

b. Principles of High School Teaching.... 3 hours

c. Methods and Materials of High School Teaching..... 3 hours

d. Practice Teaching..... 3 hours

e. Electives in secondary education..... 9 hours

f. General Psychology..... 3 hours

C. Academic Requirements.

1. Basic Courses:

Approved Major Subjects..... 24 hours

Approved Minor Subjects..... 18 hours

a. English..... 12 hours

b. History..... 6 hours

c. Political Science, Sociology, or Economics..... 6 hours

d. Science..... 6 hours

ALABAMA (cont.)

D. Other Features or requirements.

1. Experience.

None stated.

2. Length of time certificate is in force.

Valid for ten years.

3. Renewals.

Renewed for ten years on written proof of successful experience as a regular teacher for five of the ten years immediately preceding the date of lapse of certificate.

4. Position for which valid.

Valid to teach subjects named on face or other subjects as conditions warrant.

II. Class B Secondary Professional Certificate.

A. Length of Preparation.

1. Bachelor's degree from approved institution.

B. Professional Requirements.

1. Semester hours in Education.

a. See Class A Secondary Professional Certificate.

C. Academic Requirements.

1. See Class A Secondary Professional Certificate.

D. Other Features or requirements.

1. Experience.

None stated.

2. Length time certificate is in force.

   Valid for eight years.

3. Renewals.

   Renewed for eight years on written proof of successful experience as teacher for four of eight years immediately preceding date of lapse of certificate.

4. Position for which valid.

   See Class A Secondary Professional Certificate.

III. Class A Superintendent - Principal Certificate.

Masters' degree from accredited institution.

Professional and academic requirements the same as for Class A.

Secondary Professional Certificate.

Three years experience as a teacher or administrator. within five preceding years. Valid and renewable same as Class A Secondary Professional Certificate. Valid to serve as Superintendent, Principal, or Teacher.

IV. Class B Superintendent - Principal Certificate.

Bachelor's degree from accredited institution.

Professional and academic requirements the same as for Class B.

Secondary Professional Certificate.

Three years experience as a teacher or administrator within five preceding years. Certificate valid and

renewable same as Class B Professional Secondary certificate.

Position for which valid: Same as for Class A Superintendent - Principal Certificate.

ARIZONA

I. High School Certificate.

A. Length of preparation.

Bachelor's degree from accredited institution, plus thirty semester hours of graduate work acceptable towards advanced degree, or Masters' degree from accredited institution.

B. Professional requirements.

1. Semester hours in education..... 24 hours

a. General Psychology.

b. Educational Psychology.

c. Educational Measurements.

d. Methods.

e. Curriculum and Principles of Secondary Education.

f. Philosophy or History of Education.

g. Practice teaching..... 5 hours

h. Graduate courses in education..... 6 hours

C. Academic requirements.

a. Major subject..... 24 hours

b. Minor subject..... 15 hours

The names of major and minor will be on face of certificate.

D. Other features and requirements.

1. Course in United States and Arizona constitutions.
2. Experience. None stated.
3. Length of time certificate is in force. Four years.
4. Renewals. Renewed on completion of two years of successful teaching experience and five semester hours of acceptable work or ten hours work where teaching experience is lacking.
5. Position for which valid. Teach in High Schools of State.

II. Administration Certificate.

Bachelor's degree.

Hold teaching certificate. Elementary or secondary.

Professional requirements. (Duties must be performed within grades of general teaching certificate that is held. Elementary or second.)

A. Semester hours in education beyond Bachelor's degree..... 15 hours

B. At least one course in each of following subjects:

1. General school administration.
2. Administration and supervision at level to be administered.
3. Educational measurements and evaluations.
4. Statistical methods in education.

ARIZONA (cont.)

5. Curriculum determination and construction on level to be administered.

6. Arizona school system law and records.

7. Philosophy of education.

8. History of education.

C. Minimum of three years successful teaching experience in public schools.

Length of validity and renewals same as for High School certificate.

Valid for position of administration of public schools.

ARKANSAS

I. High school certificate.

A. Length of preparation.

1. Graduation from approved four year college.

B. Professional requirements.

1. Semester hours in education..... 18 hours

a. Basic professional courses..... 9 hours

b. Introduction and Orientation..... 3 hours

c. Psychology (Educational and Adolescent..... 3 hours

d. General Methods and Observation..... 3 hours

e. Curriculum construction and/or Evaluation procedures..... 2 hours

f. Special Methods..... 2 hours

g. Directed teaching..... 5 hours

C. Academic requirements..... 48 hours

1. General requirements:

a. English..... 12 hours

b. Social studies..... 12 hours

c. Science..... 12 hours

d. Physical education, Health, Safety. 6 hours

e. Art or Music or General Psychology.

.....each 3 hours

Note in special cases Art, Music, or General Psychology may be waived by supervisor of Student Teaching and Certificate

2. Teaching Field Requirements.

a. Biology..... 8 hours

b. Chemistry..... 8 hours

c. English (may include not more than six hours speech)..... 24 hours

d. General science..... 16 hours

e. Foreign language..... 18 hours

f. Mathematics..... 15 hours

g. Physics..... 8 hours

h. Science..... 8 hours

i. Social Studies..... 20 hours

D. Other Features or requirements.

1. Experience.

a. Two years in farming and farm management for certificate in Agriculture.

Three years in recognized occupation for certificate in distributive or industrial education.

2. Length of time certificate is in force:

Valid for six years.

3. Renewals.

Renewed on completion of six semester hours Credit in approved institution during life of certificate.

Renewed upon completion of successful teaching experience during three years of certificate.

Renewed upon successful teaching experience for entire school year of last year that certificate is valid.

4. Position for which valid.

Valid for teachers to teach subjects listed on certificate in any senior, junior, or four year or six year high school.

II. Administration.

Master's degree from approved institution

At least fourteen hours in education with eight hours in school administration on graduate level.

Hold or be qualified for High School or six year elementary teaching certificate.

Three years experience as administrator or five years as a teacher.

College training or experience must have been completed within the last five years.

Certificate valid for six years.

Renewed by completing six semester hours in approved college, in residence during life of certificate. or Renewed on successful school administration experience during life of certificate or successful administration experience during entire school year of last year of life of the certificate.

CALIFORNIA

I. High School Credential

A. Length of preparation.

1. Bachelor's degree.

B. Professional requirements.

Semester hours in education..... 18 hours

1. Aims, scope, and desirable outcomes of secondary school..... 4 hours

2. Directed teaching..... 4 hours

NOTE: Satisfactory teaching experience (eight months) may be substituted for this requirement.

3. Electives approved by school of education.

4. Specific state requirements:

Completion of two semester hours in course or passing examination in Principles and Provisions of United States Constitution.

C. Academic requirements.

One full year of graduate work with six hours in education.

One major and one minor in fields recognized by State Board of Education as majors for graduation from high school or one major in a field not commonly accepted and two minors.

D. Other requirements or features.

1. Experience.

None stated.

2. Length of time certificate is in force.

None stated.

3. Renewals.

4. Position for which valid.

Valid for teaching in high school.

II. General Administration Credential.

A. Length of Preparation.

Thirty semester hours of graduate work besides holding a valid general secondary credential.

B. Professional Requirements.

Education courses:..... 30 hours

1. Federal, County, State, and City school organization, administration, and supervision.
2. School finance.
3. Housing.
4. Business administration.
5. Legal aspects of education.
6. Organization of secondary schools, including vocational curriculum in schools, and classes for adults.
7. Organization and administration of elementary schools.
8. Supervision of curriculum and instruction in secondary schools.
9. Scope, functions, and place in the system of public education of elementary and secondary schools; rural and urban schools; vocational education; education for adults; special school programs; auxiliary agencies.
10. Principles and practices of curriculum construction and evaluation.
11. Measurement and appraisal of educational achievement and aptitudes.

12. Pupil personnel, counseling and guidance, including techniques and practices of child study and parent education.

NOTE: First seven above may be taken either at graduate or under-graduate level. Eight-twelve taken at graduate level.

Two years of successful teaching, school supervisory or administrative experience.

Valid for five years.

Renewals.

Renewed for five years on completion of six semester hours of graduate or equivalent work.

Position where valid.

Valid for position of Superintendent, assistant superintendent, principal, vice-principal, or supervisor in elementary or secondary schools.

COLORADO

Graduate Certificate.

High School.

A. Length of preparation.

A.B. or equivalent degree.

B. Professional requirements. Hours in education..... 20

Must be distributed among at least three of the following one of which must be practice teaching:

1. General and Educational Psychology.
2. Principles of Education.
3. History of Education.
4. Administration and Supervision of Education.
5. Practice Teaching.....at least four hours.
6. Special Methods.
7. Philosophy, sociology, anthropology, biology, political science.

   NOTE: Maximum credit in group seven is six and two-thirds semester hours.

   NOTE: The regulation regarding practice teaching may be waived for a teacher who has had three years successful teaching experience.

C. Other Requirements.

   None stated.

D. Length of time certificate is in force.

   Valid for five years.

E. Renewals.

   Not stated.

F. Position for which valid.

   The certificate serves as an administrative certificate for teaching any subject or performing any administrative duties in any school in Colorado.

CONNECTICUT

High School Limited Secondary Certificate

A. Length of Preparation.

Graduation from an approved four-year secondary teacher preparation curriculum of a college or university.

B. Professional Requirements. Semester hours in education..... 18 hours

1. Practice teaching..... 6 hours

NOTE: Those who graduated prior to 1941 will not be required to present the laboratory course. Eighteen hours in the professional field is required however.

C. Academic Requirements..... 15 hours

1. General science must include a broad background of science in several areas.
2. Social studies must include United States History.
3. All candidates for certification in foreign languages including Latin will be required to take an examination in proficiency in teaching.

D. Other requirements.

1. None stated.
2. Length of time certificate is in force.

Not stated.

CONNECTICUT (cont.)

3. Certificate renewals.

Not stated.

4. Position for which valid.

To teach in the High Schools and Junior High Schools in the state.

Administration.

Secondary Principal.

A. Hold a Limited Secondary certificate of current issue or its equivalent.

B. Professional requirements.

1. Teaching principal: -- six semester hours advanced work in the field of supervision of secondary school.

2. Supervising principal: -- fifteen semester hours in secondary school organization, administration, and supervision beyond the undergraduate degree.

C. Academic requirements.

See Limited secondary certificate.

D. Experience: three years successful teaching in junior or senior high.

Durationand renewals not stated. Valid for high school principal position.

DELAWARE

High School certificate.

A. Length of preparation.

Graduation from a standard college or university.

B. Professional requirements. Semester hours in education..... 18 hours

1. Aims and methods of secondary education, including psychology (not exceeding six hours) philosophy of education, principles of secondary education, and practice teaching of high school branches not exceeding six hours.

C. Academic requirements.

1. English..... 18 hours
2. Mathematics..... 18 hours
3. Science..... 18 hours
4. Foreign language..... 18 hours
5. Social studies..... 18 hours

(plus six hours in United States History).

NOTE: Teachers holding High School certificates in specific subjects may teach one class in any other subject in which they have had six semester hours of college credit, or two classes in any subject in which they have had twelve hours credit.

DELAWARE (cont.)

D. Other requirements.

None stated.

1. Length of time certificate is in force.

Valid for three years.

2. Renewals.

Renewed within four years preceding date for renewal by completing six semester hours of advanced training or travel, or publishing articles or its equivalent.

Administration Certificate.

High School principal's certificate.

A. Length of preparation.

Master's degree from approved university.

B. Professional requirements.

1. School administration including business administration..... 9 hours

2. Supervision of high school subjects.... 3 hours

C. Academic requirements.

1. Hold High school teacher's certificate.

D. Other requirements.

1. Experience: two years as principal or teacher in high school.

2. Length of time certificate is in force. Valid for three years.

DELAWARE (cont.)

3. Renewals: See High School Certificate.

4. Valid for positions as principal or teacher in high school.

FLORIDA

I. Elementary and secondary administration and supervision.

A. Length of preparation.

Applicant must hold certificate based on four years of college training or higher degree.

B. Professional requirements. Semester hours in education..... 30

The thirty hours must be earned in the five areas listed below:

1. School organization, Administration, and management.

2. The instructional program and curriculum.

3. Child growth and development and the learning process.

4. Supervision and development of the educational staff.

5. School-Community relationships, Interpretation of the school program, including Socio-Economic foundations of school policy.

C. Academic preparation.

1. English..... 30 hours

FLORIDA (cont.)

2. Social studies..... 36 hours
3. Foreign language..... 24 hours
4. Mathematics..... 18 hours
5. Science..... 36 hours
   (single science subjects --- 15).

D. Other requirements.

1. Oath of allegiance to the United States.
2. Experience: two years experience as teacher, principal supervisor, or county superintendent, and therefore hold certificate to teach in elementary and secondary schools.
3. Length of time certificate is in force.
   Valid for five years.
4. Renewals.
   Renewed when certificate has been extended twice. Extension is based on work completed within a period not over two years prior to expiration date of certificate. Applicant must have served in instructional or administrative capacity for two of the last five years immediately preceding time when application for renewal is made.
5. Position for which certificate is valid.
   Valid for supervision and administration in both elementary and secondary schools in state.

GEORGIA

I. Professional Principal's Certificate.

A. Length of preparation.

Bachelor degree from approved college.

Certificate based on superior competency and character of the individual.

B. Professional requirements. Semester hours in education.

1. Orientation in education.
2. Educational psychology.
3. School and society.
4. High school curriculum and methods.
5. Materials and methods on the high school level.
6. Directed observation and practice teaching ..... 3 hours
7. Occupational and vocational guidance.

In addition to above three quarters or nine courses of approved special preparation for the work of principal.

These courses should be in the following:

a. Nature and needs of the individual.

b. School and community relations.

c. Curriculum of the high school and elementary school.

GEORGIA (cont.)

d. Administrative problems and practices in elementary and high schools.

e. Educational and vocational guidance.

f. Cooperative leadership of instruction.

g. Professional relations of the principal.

h. Evaluation of the school program.

i. Cooperative planning for improvement of the school program in Georgia.

C. Academic requirements.

1. English..... 24 hours

2. Foreign language (for each subject taught)18 hours

3. Mathematics..... 15 hours

4. Natural science (at least twelve hours in one subject..... 27 hours

5. Social science..... 27 hours

D. Other requirements.

1. Experience: Three years of successful teaching.

2. Length of time certificate is in force. Not stated.

3. Renewals. Not stated.

4. Position for which certificate is valid. Valid for position as supervising principal in elementary and secondary schools.

IDAHO

I. Administrator's certificate.

One is issued but is not essential until 1955. It includes elementary, junior, and senior high school principals, and superintendents. The certificate shall indicate for which field it is issued and valid.

A. Length of preparation.

Bachelor degree.

B. Professional requirements. Semester hours in education..... 20 hours

1. Practice teaching.
2. Educational psychology.
3. One of the following: History of Education; Educational sociology; Philosophy of Education.
4. Principles or theory of secondary education.
5. Methods of secondary school instruction.
6. Credit in Idaho school problems, law, and history.

In addition for administration from 1955 on:

Five quarter hours or three semester hours of credit in each of the following basic fields:

Supervision of instruction; Educational guidance; Educational administration, Measurements and evaluation.

IDAHO (cont.)

C. Academic requirements. In two teaching fields..... 15 hours

D. Other requirements.

1. Experience. Not stated.

2. Length of time certificate is in force.

Five years.

3. Renewals.

Renewed for five years.

4. Position for which certificate is valid.

Principal of secondary school.

ILLINOIS

I. Limited State Supervisory Certificate.

A. Length of preparation.

Bachelors' degree from recognized college.

B. Professional requirements. -- semester hours in education..... 16 hours

1. Adolescent growth and development of Educational psychology.....2 or 3 hours

2. Principles or philosophy of education (including study of professional ethics.....2 or 3 hours

3. Practice teaching..... 5 hours

4. Materials and methods in the secondary school or Methods of teaching particular

ILLINOIS (cont.)

secondary school subject..... 2 to 3 hours

5. American public education..... 2 to 3 hours

6. Electives in professional education

C. Academic requirements.

1. One major (Area of specialization.... 32 hours

2. One minor (Area of specialization.... 16 hours

3. Three minors, two of which are in related fields..... 16 hours

4. General education background with semester hours of thirty-four or thirty-five.

In general education the following courses should be taken:

Oral and written expression, Natural science, Social science, Humanities, Health and physical education.

D. Other requirements.

1. Experience -- Four years successful teaching.

2. Length of time certificate is in force.

Four years.

3. Renewals. -- Renewable in periods of four years on successful teaching and professional growth.

4. Position for which valid.

Valid for teaching and supervising in any and all grades.

ILLINOIS (cont.)

II. Life supervisory certificate.

Same as Limited supervisory certificate except that a Masters' degree is required, and twenty-two hours in education instead of sixteen. The life certificate is valid for life and is valid for teaching and supervising in any and all grades of the schools in the state. Candidate for life certificate must have had four years of successful teaching and supervision, two years of which shall have been in Illinois.

INDIANA

I. High School Principal Certificate.

A. Length of preparation.

Graduation from approved college, university, or normal school.

B. Professional requirements. -- semester hours in education -- 30.

Eighteen hours of all graduate work presented should be in not less than three of the following lines of work always including the first.

1. High school administration (including high school records, reports, and statistics, and organization and administration of the high school health, physical education and recreation program).
2. Public-school administration.

INDIANA (cont.)

3. High-school supervision.

4. Tests and measurements.

5. Psychology of adolescence.

6. Indiana school law.

7. Guidance.

Twelve hours may be in any two other fields of knowledge.

C. Hold or be qualified to hold a high school teacher's license, first grade.

D. Other requirements.

1. Experience.

Three years successful experience as principal or teacher, all of which must have been within the last preceding ten years.

2. Hold a Master's degree based on one year of at least thirty semester hours of graduate work in a standard college or university, specializing in high school administration and supervision.

3. Length of time certificate is in force.

Valid for five years.

4. Renewals.

May be converted into permanent by evidence of satisfactory professional spirit and growth, and five years successful experience subsequent to date of issuance of certificate to be con-

INDIANA (cont.)

verted, at least two years of which have been in Indiana.

5. Position for which valid.

Valid for administration and supervision in any high school.

IOWA

I. Standard Secondary Certificate.

A. Length of preparation.

Graduation from four year college recognized by Board of Educational Examiners.

B. Professional requirements. Semester hours in education -- 15..... 15 hours

1. Introduction to, History of or Principles of education -- 3..... 3 hours

2. Psychology and its application to education..... 6 hours

3. Methods of secondary school teaching..... 3 hours

4. Directed observation and student teaching in the secondary school field..... 3 hours

Educational measurements must be included under either two or three.

C. Academic requirements.

1. Fifteen semester hours in one subject matter field with at least ten semester hours in each

IOWA (cont.)

of two additional fields.

2. Principles of American Government..... 2 hours

D. Other requirements.

1. Experience. Not stated.

2. Length of time certificate is in force.

Five years.

3. Renewals.

Term renewal: nine months successful teaching experience and college credit.

Life renewal: five years successful teaching experience.

4. Position for which certificate is valid.

Valid for teaching in junior or senior high school.

II. Advanced Secondary Certificate.

Same as standard except holder has a Master's degree.

III. Teaching Principal -- Secondary.

Must hold Standard Secondary Certificate. Six additional hours in general or secondary school administration and secondary school supervision. Must also have two years successful teaching experience.

IV. Supervising Principal -- Secondary.

Must hold Advanced secondary certificate. Six additional semester hours in general or secondary school

IOWA (cont.)

administration and secondary school supervision. Must have had four years successful teaching experience.

KANSAS

I. Administrator's Provisional Certificate.

A. Length of preparation.

Bachelor's degree from approved college or university.

B. Professional requirements. Semester hours in education.

Graduate level..... 8 hours

1. Organization and administration and Supervision of the elementary and secondary public schools.

2. School finance and business administration.

C. Other requirements.

Master's degree from recognized graduate institution.

Two years of successful experience in teaching or school administration.

D. Length of time certificate is in force.

Three years.

Valid for person holding position of secondary principal.

KANSAS (cont.)

II. Administrator's Life Certificate.

Must hold Administrator's Provisional Certificate.

Must have had three years successful experience as school administer in Kansas.

Must also have twenty-four semester hours of graduate credit which shall include preparation in:

1. Curriculum Construction.
2. City, County, and State School Administration.
3. Personnel and Guidance.

This certificate is valid for life.

Valid for position as secondary school principal or superintendent.

KENTUCKY

I. Provisional Certificate in Administration and Supervision.

A. Length of preparation.

Bachelor's degree.

B. Professional requirements. Courses in education:

1. General administration and supervision .....3 semester hours
2. Administration and supervision of secondary schools.....3 semester hours
3. Administration and supervision of elementary schools.....3 semester hours

KENTUCKY (cont.)

4. Secondary education..... 6 hours

5. Elementary education..... 6 hours

C. Other requirements.

1. Experience.

Two years successful teaching experience.

2. Length of time certificate is in force.

Four years.

3. Renewals.

Renewed on three years teaching experience, or upon presentation of one-half year of standard college or university work of graduate grade earned since issuance on last removal.

4. Position for which valid.

Valid for teaching, or any and all administrative positions.

II. Standard Certificate in Administration and Supervision. Applicant must hold Provisional Certificate in Administration and Supervision. Must have Master's degree, with a major in Administration and Supervision. Valid for five years. Valid for teaching and any and all administrative positions.

LOUISIANA

I. Type A General Certificate.

A. Length of preparation.

LOUISIANA (cont.)

Bachelor's degree.

B. Other requirements.

Hold regular certification to teach.

Have Master's degree including at least six semester hours at graduate level.

This requirement applies to a principal of a combination high school and elementary school with five hundred or more pupils; to a principal of an elementary school with three hundred and fifty or more pupils; and to a principal of a public high school with one hundred and fifty or more pupils.

Have three years teaching experience.

Certificate valid for life.

Certificate valid for position of principal of high school or for administrative duties.

II. Type A High School Certificate.

Bachelor degree required.

General education.....50 semester hours

1. English.....12 semester hours

2. Social studies.....12 semester hours

3. Science.....12 semester hours

4. Mathematics..... 6 semester hours

5. Health and physical education..... 8 semester hours

Requirements for specific subjects in addition to semester hours above.

LOUISIANA (cont.)

1. English.....12.

2. Social studies.....12.

3. Mathematics..... 6.

Professional requirements. Hours in education.....18.

MAINE

I. Secondary certificate - Non-professional grade.

Graduation from four year accredited college course.

Professional requirements. Semester hours in approved education courses.....12.

II. Secondary certificate -- Professional grade.

Graduation from four year college accredited course.

Professional requirements. Semester hours in approved education courses.....18.

No certification for principals. High school principal must hold secondary certificate.

MARYLAND

I. Superintendent and High School Principal Certificate.

Bachelor degree.

In addition to the bachelor degree one full year of graduate work, one-third of which was in advanced study related to high school branches and approximately two-thirds in education, including high school methods, supervision and administration in the secondary field.

Two years of successful teaching experience.

MASSACHUSETTS

There are no state certification requirements for teachers or principals in Massachusetts. There is however regulations which must be fulfilled for teachers in the state aided high schools. Massachusetts is working on certification requirements but has not yet put any into effect.

MICHIGAN

I. Superintendent and Principal.

A. In North Central schools candidate must have a Master's degree from approved college.

Must have six semester hours in graduate work in education.

Two years of successful teaching experience.

B. In other schools not belonging to North Central association:

Candidate must meet same requirements as teachers; i.e. hold secondary school provisional or permanent certificate.

C. Requirements for state secondary school Provisional certificate are:

Bachelor degree and completion of curriculum for secondary school teachers approved by state board of education in an institution approved by the state board of education.

MICHIGAN (cont.)

D. Requirements for state secondary permanent certificate are:

Application made within one year following expiration of state provisional secondary certificate. Three years of successful teaching experience within the state of Michigan.

Ten additional hours of residence credit earned in an approved institution subsequent to date of issue of provisional certificate.

Additional training for permanent certificate may be waived when applicant has a Master's degree.

MINNESOTA

I. Principal - Secondary School. Standard Certificate.

A. Length of preparation.

Bachelor degree.

B. Professional requirements. Education courses semester hours..... 30 hours

1. Administration of secondary schools..... 4 hours
2. Supervision of secondary schools..... 2 hours
3. Curriculum of secondary schools..... 2 hours
4. Selected from not less than three of the following..... 6 hours

a. Guidance in the secondary school.

MINNESOTA (cont.)

b. Psychology of learning.

c. Elementary school curriculum.

d. Tests and measurements.

C. Experience.

Successful school experience of three years in an accredited secondary school of which at least one year shall have been in a position requiring administrative or supervisory responsibility.

Length of time certificate is in force.

Two years.

Renewals.

Five year period.

Position for which valid.

Principal of any secondary school.

MISSISSIPPI

I. Superintendent and Supervising Principal Certificate.

A. Length of preparation.

Bachelor degree.

B. Professional requirements.

Twelve quarter hours in education of which at least four quarter hours must be in Administration and Supervision. The remainder may be taken from the following list:

MISSISSIPPI (cont.)

School Finance.

School plant.

School activities.

Public school relations.

Organization and Administration of testing programs.

Development and Administration of school curriculum.

Administration of school personnel.

Organization and Administration of audio-visual education.

Guidance program

Supervision and Improvement of Instruction.

Organization and Administration of pupil guidance program.

Organization and Administration of a Health and Physical Education Program.

School law.

Rural or small school Administration and Organization.

City school Administration and Organization.

Secondary school Administration and Organization.

Elementary school Administration and Organization.

C. Other requirements.

Not stated.

MISSOURI

I. Principal Secondary schools (First Class).

A. Length of preparation.

Masters' degree from approved college.

B. Professional requirements. Courses in education.

1. Secondary school Administration and supervision.

2. Curriculum and extra classroom activities.

C. Other requirements.

Standard form is filled out by college granting Masters' degree and State Department of Education issues the certificate.

D. Time certificate is in force.

Five years.

E. Renewals.

Not stated.

F. Position for which valid.

Valid for position of Principal of secondary schools.

MONTANA

I. Administration Superintendent and Principal.

A. Length of preparation.

Secondary state certificate held by applicant.

Masters' degree required for first and second class districts.

MONTANA (cont.)

B. Professional requirements. Courses in education. Supervision and administration..... 10 hours

C. Other requirements.

1. Experience.

Principal -- three years in second class district. Five years in first class district.

2. Length of time certificate is in force.

Valid for one year.

3. Renewals.

Renewed for six years on successful experience for nine months.

4. Position for which valid.

Valid for position of principal of secondary schools.

NEBRASKA

I. Administrative and supervisory certificate. (Initial)

A. Length of preparation.

Bachelor degree plus recommendation of school.

B. Professional requirements.

Courses in education..... 18 hours

Supervised teaching..... 3 hours

Physiology and hygiene..... 2 hours

Two teaching fields..... 15 hours

II. Administrative and supervisory certificate.

NEBRASKA (cont.)

(Provisional).

Includes all requirements of Initial certificate plus nine hours of graduate credit including five hours in education and at least two years experience as superintendent, principal, or supervisor.

III. Administrative and supervisory certificate. (Professional)

Includes provisions of both Initial and Provisional certificate.

Plus a Masters' degree with eighteen hours in education and four years experience as superintendent, principal, or supervisor.

B. Other requirements.

1. Time certificate is in force.

   Valid for five years.

2. Renewals.

   Renewed by presenting evidence of completion of nine more hours of college work including three hours in education.

3. Position for which valid.

   Valid for position of principal or administration in both elementary and secondary schools.

NEVADA

I. No administrative certificate issued in Nevada.

Administrator must hold teaching certificate. High

NEVADA (cont.)

school certificate, for high school administration.

High school requirements.

1. Bachelor degree.
2. Semester hours in education.....18 hours

   Ten hours in the secondary field.
3. All teachers must meet state requirements in Nevada School Law and Constitution of United States and Constitution of Nevada.
4. Certificate is valid for five years.
5. Renewed upon expiration of certificate.
6. Valid for position of teacher or administrator of secondary schools.

NEW HAMPSHIRE

I. Principal or Headmaster certificate.

A. Length of preparation.

Bachelor degree.

B. Professional requirements.

Eighteen hours in education, including courses in administration and supervision of the level to be administered.

Three years experience.

C. Position for which valid.

Valid for position of principal or Headmaster of secondary schools.

NEW JERSEY

I. Limited certificate. (May be made permanent after certain conditions are fulfilled).

A. Length of preparation.

Bachelor degree.

B. Professional requirements.

1. Possess New Jersey Teachers' certificate.

2. Twenty-four hours of graduate or under graduate work in supervision and administration which may be distributed as follows:

a. Organization and administration of public education.....6 hours

b. Supervision of instruction.....6 hours

c. Administration and supervision of secondary Education.....6 hours

d. Electives.....6 hours

C. Other requirements.

1. Experience.

After three years successful experience and addition of eight semester hours in education to above limited certificate may be made permanent.

2. Length of time certificate is in force.

Not stated.

3. Renewals.

Not stated.

NEW JERSEY (cont.)

4. Position for which valid.

Valid for position of principal or administrator of secondary schools.

NEW MEXICO

Three certificates issued. Provisional Administrative, Administrative, and Administrative Life.

I. Provisional Administrative.

A. Length of preparation.

Bachelor degree and five years teaching experience in New Mexico.

This certificate is valid for one year and can be extended if six semester hours are earned during life of certificate.

II. Administrative certificate.

A. Length of preparation.

Bachelor degree.

B. Professional requirements.

Applicant must be qualified for Master Teachers' elementary or high school certificate.

Master's degree or thirty hours graduate work with fifteen hours in Organization, Administration, and Supervision of Education.

C. Other requirements.

1. Time certificate is in force.

NEW MEXICO (cont.)

Valid for five years.

2. Renewals.

Not stated.

3. Position for which valid.

Valid for position of administration of secondary schools.

III. Administrative (Life) certificate.

1. Includes all requirements for Administrative and Provisional Administration.

In addition candidate must have ninety months successful administrative experience of which at least forty-five months must have been in New Mexico.

NEW YORK

I. New York issued certificate valid for ten years which may be made permanent by fulfilling certain conditions.

A. Length of preparation.

Bachelor degree.

B. Professional requirements.

Twelve semester hours in professional courses approved for secondary school teaching.

Six hours in secondary school administration.

Addition of twenty-four semester hours in education will convert certificate to a permanent one.

C. Other requirements.

1. In order to keep certificate in force the following requirement must be met:
   During each successive one year period from date of issuance, complete six hours in approved courses or the equivalent in approved and appropriate professional activity such as membership in study groups for professional and cultural improvement, travel, educational research, authorship, teaching approved courses recognized by an approved institution of higher or professional education, occupational experience other than teaching, leadership in extra school activities, leadership in professional associations, leadership in appropriate community activites.

NORTH CAROLINA

I. Principal secondary school.

A. Length of preparation.

Bachelor degree.

B. Other requirements.

Three years experience within the last five years.
Hold Class A high school teachers'certificate.
Six hours graduate credit in education, specializing in secondary school administration and supervision.

Boston University
School of Education
Library

NORTH CAROLINA (cont.)

A Masters' degree. However date when Masters' degree is required has not yet been set.

The Masters' degree would have a minimum of twelve hours in education, selected from the following:

Fundamental Bases of Education.

The curriculum..... 2 hours

Human growth and development.

Social foundations of education.

Instructional and Supervisory Technique.

Principles of supervision-- at least two hours.

Teaching procedures.

Guidance.

Pupil personnel

Organization and Administration.

High school administration -- at least two hours required.

Elementary school administration -- at least two hours required.

General administration.

School plant.

Staff personnel.

Community relations.

NORTH DAKOTA

No certification for Principal.

Must hold first grade professional certificate.

OHIO

I. Principal Certificate.

A. Length of preparation.

Bachelor degree.

B. Professional requirements.

Eighteen hours of graduate training in education.

C. Other requirements.

Three years successful teaching experience.

Certificate is valid for four years.

II. Professional Principal certificate.

Valid for eight years, and is issued to those showing twenty-four months successful experience under original certificate and a Master degree majoring in secondary school administration and supervision. This may be made lifetime after forty months successful experience.

OKLAHOMA

No administrative certificate issued. Must hold teachers certificate.

OREGON

No certificate for administration. Must hold High School Teachers' certificate.

PENNSYLVANIA

I. Secondary Principal Certificate.

A. Requirements.

Bachelor degree, plus a Masters' degree in field of secondary school administration and supervision.

Six years successful teaching experience.

The Masters' degree must show work in the following:

Public School Organization and Administration.

Problems associated with this organization and administration of secondary school.

Functions of secondary school administration.

Improvement of instruction in secondary school.

Problems associated with individual differences in learning, adjustment, and guidance in the secondary school.

Construction, revision, and evaluation of program of learning activities in secondary education.

Problems of appraisal of the methods and processes for attaining the objectives of secondary education.

RHODE ISLAND

High School Principals must possess certificate valid for type of school to be administered (Professional High School teachers certificate. In addition to possession of professional teachers certificate a course of thirty semester

RHODE ISLAND (cont.)

hours in Administration and Supervision and duties of the position of principal must be completed.

SOUTH CAROLINA

I. Administrative certificate.

Requirements.

Basic curriculum in the following fields:

1. Concepts basic to understanding.
2. Essential information concerning instruction.
3. Essential skills.

In addition to above, the secondary school principal must also have these qualifications:

Valid secondary certificate, Class I, Grade A or B.

Health report, examination made at time of application for the certificate.

Three years successful teaching experience within five years preceding application.

Eighteen hours from above fields distributed as follows:

Field 1.....six hours.

Field 2.....nine hours.

Field 3.....three hours.

SOUTH DAKOTA

I. Administrative Certificate.

Hold or be eligible to hold High School general

SOUTH DAKOTA (cont.)

certificate. Have bachelor degree and in addition to fifteen semester hours in education required for high school general certificate, have six semester hours of graduate work in education. The six hours must include at least two hours in administration and supervision, and at least two hours in elementary administration and supervision.

One year successful teaching experience in grades nine to twelve.

TENNESSEE

No certificate for administration.

Hold teacher's certificate of type of school of which candidate is to be principal.

TEXAS

I. Administrative Certificate.

Hold or be eligible to hold permanent high school certificate the requirements for which are:

Bachelor degree.

Twenty-four hours in education, eight hours of which are secondary.

Practice teaching.

Six hours of English.

Course in Constitution of United States and Texas.

In addition to this twelve hours in administration

TEXAS (cont.)

and supervision, and six hours in advanced methods.

UTAH

I. Administrative-Supervisory Certificate.

Requires completion of requirements for teacher's certificate for secondary schools.

Three years successful teaching experience.

Master's degree or fifty-five quarter hours of graduate study.

Eighteen quarter hours from the following fields:

1. State and local school administration.
2. Administration and supervision of elementary and secondary schools.
3. General and Utah state school law.
4. School finance and business administration.
5. Curriculum of elementary and secondary schools.
6. Measurements and statistics in education.
7. History, philosophy, and sociology of education.

VERMONT

High School Principal Certificate.

Hold Professional Standard certificate.

Have Bachelor degree.

Thirty hours in graduate work of which eighteen should be in the following fields:

VERMONT (cont.)

Guidance.

High school administration and supervision.

Educational psychology.

Curriculum construction.

Principles of teaching.

Philosophy of education.

Two years successful teaching experience.

VIRGINIA

Principal of Accredited High School Certificate.

Must hold Collegiate Professional teaching certificate with two years teaching experience, or Collegiate Certificate with three years teaching experience.

Both of those certificates require Bachelor degree with the professional certificate requiring more course in education.

All certificates are granted on basis of strict compliance with West law which requires course in School and Community hygiene, including physical inspection of school children.

WASHINGTON

Senior High Principal Certificate.

Certification at secondary level required which includes Bachelor degree or a Master's degree may be offered.

Five years of college work.

WASHINGTON (cont.)

Twenty-four hours in education in following fields:

Educational psychology.

General methods or principles of teaching.

Secondary education.

Special methods.

Practice teaching on secondary level.

Fifteen quarter hours in contemporary social problems, period covered must be subsequent to World War I.

WEST VIRGINIA

High School Principal Certificate.

Master's degree required, and it must show fourteen hours of work as follows:

High school administration.....at least four hours.

High school supervision.....at least four hours.

Electives.....remaining hours.

WISCONSIN

No administrative certificate required.

Should hold certificate to teach in secondary schools of Wisconsin.

WYOMING

Two certificates for Administrators are issued in Wyoming.

Administrative I and Advanced Administrative.

Administrative I requires Bachelor degree and twenty hours in education.

WYOMING (cont.)

Advanced Administrative requires Master's degree in education and thirty hours in education including administration and supervision.

All teachers and administrators must pass an examination on the provision and principles of Constitution of the United States and the provisions and principles of Constitution of State of Wyoming.

CHAPTER III

SUMMARY

A study of the requirements of the forty-eight states for certification of secondary school principals shows a wide divergence among the states. All of the states have the general objective of certification for secondary school principals in mind but arrive at their objective through different ways. Indiana, Nevada, and Wyoming require a course or examination in either state law or constitution of the United States and the state constitution.

Eight states require guidance and counseling. Twelve states require courses in curriculum construction. Two states require Philosophy of Education. Three states require History of Education. Six states require Educational Psychology. Twenty-four states require Administration and Supervision. All states mention experience and so there is one point common to all states and considered important by all. Two to three years is the common figure in all states except New Mexico which requires five years. A significant fact is the number of states requiring a masters' degree. Nine states require a masters' degree while eleven other states require a masters' for an advanced administrative certificate or a requirement in semester hours work equivalent to a

masters' degree. This indicates a trend becoming common to all states leading towards a requirement of possession of a masters' degree. In many states especially in the west the possession of a secondary principal certificate is also valid for position of superintendent.

It is quite apparent that there has been a concerted effort to raise the standards of secondary school principals not in any certain section of the United States but all over. Some states have just put into effect new certificate requirements, other states are working on new certificate requirements. The majority are coming out in favor of Administration and Supervision as a must course in education. Other courses are Guidane, Tests and Measurements, Finance, School Law, and Curriculum Construction.

While many improvements have taken place in certification requirements there is still room for many more. There should be more common requirements by all the states. Thus, reciprocity could be worked out and easier influx of principals and teachers from one state to another worked out so that students in one state would not be penalized by a lack of education facilities or personnel.

Certification then protects the good from the bad, protects the children, city, state, and taxpayer by insuring top quality leaders in education, because the incompetent would be either eliminated along the way to administration positions or by having to take courses improved in spite of

himself. Thus, through the evident awakening of the states and officials to the need of certification requirements, the secondary-school principal is becoming, as he should, a leader and the school taking on its function as molder of men and women. When all states have set up a common requirements and they show evidence in the study made of arriving at that objective then the teaching profession will again be at its rightful position of leader and the public will again respect and look up to education as a profession that is worthy of its title as leader.

Table 1. States Requiring Administration

State		State	
Alabama	O	Nebraska	O
Arizona	X	Nevada	O
Arkansas	X	New Hampshire	X
California	X	New Jersey	X
Colorado	O	New Mexico	X
Connecticut	X	New York	X
Delaware	X	North Carolina	X
District of Columbia	X	North Dakota	O
Florida	X	Ohio	X
Georgia	X	Oklahoma	O
Idaho	O	Oregon	O
Illinois	O	Pennsylvania	X
Indiana	X	Rhode Island	X
Iowa	X	South Carolina	O
Kansas	X	South Dakota	X
Kentucky	X	Tennessee	O
Louisiana	O	Texas	X
Maine	O	Utah	O
Maryland	X	Vermont	X
Massachusetts	O	Virginia	O
Michigan	O	Washington	X
Minnesota	X	West Virginia	X
Mississippi	X	Wisconsin	O
Missouri	X	Wyoming	O
Montana	X		

X = Required

O = Not required

Total Requiring - 31

Table 2. States Requiring Supervision

State		State	
Alabama	O	Nebraska	O
Arizona	X	Nevada	O
Arkansas	O	New Hampshire	X
California	X	New Jersey	X
Colorado	O	New Mexico	X
Connecticut	X	New York	O
Delaware	X	North Carolina	O
District of Columbia	X	North Dakota	O
Florida	X	Ohio	O
Georgia	O	Oklahoma	O
Idaho	O	Oregon	O
Illinois	O	Pennsylvania	X
Indiana	X	Rhode Island	X
Iowa	X	South Carolina	O
Kansas	X	South Dakota	O
Kentucky	X	Tennessee	O
Louisiana	O	Texas	O
Maine	O	Utah	X
Maryland	X	Vermont	X
Massachusetts	O	Virginia	O
Michigan	O	Washington	X
Minnesota	X	West Virginia	X
Mississippi	O	Wisconsin	O
Missouri	O	Wyoming	X
Montana	O		

X = Required

O = Not required

Total Requiring - 22

Table 3. States Requiring Masters' Degree

State		State	
Alabama	1	Nebraska	1
Arizona	0	Nevada	0
Arkansas	X	New Hampshire	0
California	0	New Jersey	0
Colorado	0	New Mexico	1
Connectictu	1	New York	0
Delaware	X	North Carolina	X
District of Columbia	0	North Dakota	0
Florida	1	Ohio	1
Georgia	0	Oklahoma	0
Idaho	0	Oregon	0
Illinois	1	Pennsylvania	X
Indiana	X	Rhode Island	0
Iowa	0	South Carolina	0
Kansas	X	South Dakota	0
Kentucky	1	Tennessee	0
Louisiana	X	Texas	0
Maine	0	Utah	1
Maryland	0	Vermont	1
Massachusetts	0	Virginia	0
Michigan	0	Washington	0
Minnesota	0	West Virginia	X
Mississippi	0	Wisconsin	
Missouri	X	Wyoming	1
Montana	X		

1 = Required for Advanced Certificate

X = Required

0 = Not required

Total Requiring for Regular Certificate - 9

Total Requiring for Advanced Certificate - 11

Grand Total Requiring - 20

Table 4. Number of Certificates Issued by Various States

State		State	
Alabama	2	Nebraska	2
Arizona	1	Nevada	1
Arkansas	2	New Hampshire	2
California	2	New Jersey	2
Colorado	2	New Mexico	-
Connecticut	1	New York	2
Delaware	2	North Carolina	3
District of Columbia	1	North Dakota	-
Florida	2	Ohio	2
Georgia	2	Oklahoma	2
Idaho	-	Oregon	2
Illinois	2	Pennsylvania	2
Indiana	2	Rhode Island	1
Iowa	2	South Carolina	-
Kansas	2	South Dakota	-
Kentucky	2	Tennessee	1
Louisiana	2	Texas	1
Maine	2	Utah	1
Maryland	1	Vermont	1
Massachusetts	-	Virginia	-
Michigan	2	Washington	1
Minnesota	1	West Virginia	1
Mississippi	1	Wisconsin	2
Missouri	2	Wyoming	3
Montana	1		

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APPENDIX

Mr. Francis L. Quinn
353 Mass. Avenue
Cambridge, Mass.
March 23, 1949

Mr. E. Allen Bateman
Commissioner of Education
State Dept. of Education
State House
Salt Lake City, Utah

Dear Sir:

I am making a study of certification requirements for secondary school principals in the United States.

I hope to get most of my information through an analysis of such printed or mimeographed materials as follows:

(1) State laws pertaining to certification of secondary school principals.
(2) Rules and regulations of the state department of education pertaining to certification of secondary school principals.

I shall appreciate it greatly if you will ask the appropriate member of your staff to fill out the brief inquiry form at the bottom of this page and return it with a copy of the certification requirements for secondary school principals to me in the enclosed stamped self-addressed envelope.

If there is a charge for such material as is referred to in questions below please indicate at the bottom of this page what the charge is and I shall be glad to remit same.

Sincerely yours,

Francis L. Quinn

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1. Are the certification requirements for secondary school principals in your state the same as for Primary school principals? Encircle: Yes No

2. If "Yes" do you have available for distribution printed or mimeographed copies of the certification requirements for

all principals? Encircle: Yes No

3. If "No" do you have available for distribution printed or mimeographed copies of the specific certification requirements for secondary school principals?

Encircle: Yes No

4. If "No" for 2 and 3 please indicate on the back of this page what the certification requirements for secondary school principals are.

Date Due

OCT 14 1950			
		MAR 28 1956	
FEB 20 1951		AUG 1	1957
MAR 26 1951		APR 26 1958	
MAY 3	1951	Room use	
		OCT 31	1959
MAY 7 1951			
JUN 29 1951		APR 23 1963	
OCT 1 1951			
NOV 20	1951		
FEB 16 1952			
MAR 3 1952			
JUN 11 1952			
JUL 22 1953			
JAN 5	1955		
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Study of the Certification...
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JUL 22 1953
5290
JAN 5 1955
Gazetta 5982
MAR 28 1955
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